



General Services Administration
Northwest/Arctic Region
Downtown Seattle Field Office
915 Second Avenue, Room 566
Seattle, WA 98174

January 19, 2011

MEMORANDUM FOR THE RECORD

FROM: Michael S. Westvold
Lead Property Manager (10PSWD)

SUBJECT: Quarterly Tenant Meeting Minutes January 19, 2011

OPERATIONS & MAINTENANCE: Jim Glenn and Tommy Walters of Northern Management Services Inc., (NMSI) were in attendance.

- The IRS representative commended NMSI for their continued quick response time and professionalism.
- Tenants appreciate the overall responsiveness of the hotline and the email option.
- All tenants are reminded to use the 1-800 806-8145 number for all building maintenance service calls and to call 911 for any actual emergencies.

Please contact the GSA Service Call Hot Line at (1-800-806-8145).

CUSTODIAL & GROUNDS: Tracee Christie of Northwest Center Industries, (NWCi) was in attendance.

- Issue regarding the 24th floor ladies room were mentioned (constant need of attention – checked and service more frequently)
- We ask that employees be reminded the Blue recycling bins are for recycled paper only not for bio-degradable products or food.
- The dumpster located at the loading dock is not for tenant use, this dumpster is the property of the ARRA contractor, please do not leave excess material or trash by the dumpsters or halls, please dispose or excess unwanted material properly.

Please contact the GSA Service Call Hot Line at (1-800-806-8145).

CONCESSIONS: John Rivett of Sodexo was in attendance.

- The café manager and staff would like to thank every one for their support of the Café.
- The café' manager discussed cost increases and decreases with regard to pricing and provided hand-outs to those in attendance.
- If any person has a issue with any of the Café staff please contact the café manager to address the issue in a professional manner

SECURITY & SAFETY: Darryl Rabb of DHS-FPS was in attendance (Welcome back Darryl).

- There was positive feedback regarding the new access procedures.

All security and related calls should be reported to the Denver Mega-center (1-877-437-7411).

PROJECTS & SPACE MANAGEMENT: Chris Helmer and Amy Hill were in attendance from the JFB ARRA project team.

- Chris Helmer opened the discussion and asked for any questions regarding all aspects of the ARRA Project.
- A Hand-Out was provided regarding the next JFB Power outage (Calendar Style).
- Information was provided on a number of floors which have improper (don't meet Code Requirements) electrical and Data cable runs from previous projects. These issues will be corrected during the ARRA Project and GSA has requested POC from each agency occupying space on floors: 35,28,27,26,24,22,21,16,11,10,7 and 1.
- Project/Construction Manager – Chris Helmer expressed his appreciation to the USCG Command Center for their patients with all the work being performed directly above the command center.

MISCELLANEOUS

- Good news: Freight Elevator #20 will be back on line January 27.
- Questions regarding the status of the Fitness Center were addressed by Bruce Williams and an invitation to the January 25, 2011 was extended to all.
- Spring Cleaning Dumpster will be scheduled for April.

The next quarterly tenant meeting will be at 10:00 AM, April 20, 2011 in the Plaza Steps Café (Eagle Room) of the Jackson Federal Building.